



DEPARTMENTAL REGULATIONS
CONCORD POLICE DEPARTMENT

GENERAL ORDER 65
EFFECTIVE DATE: 12/1989
REVISION DATE: 12/2010
REVIEW DATE: 12/2012

I.D. NUMBER: 283

Chief of Police

DEPARTMENT PROVIDED OR REIMBURSED MEALS

A. POLICY STATEMENT

There will be times when department personnel are required to hold over beyond their normal duty hours or to return to work on an emergency basis. These late minute schedule changes may prevent employee from arranging for their authorized meal breaks. The department is concerned for the well being of its employees, so it has developed a policy by which it will provide or reimburse officers for their meals, in emergency situations.

B. GENERAL

1. This Order serves as a side order to the Consolidated Memorandums of Understanding between the City of Concord and the Concord Police Association dated July 10, 2007.
2. This Order identifies the circumstances wherein the department will either furnish or reimburse police officers for meals to a limit of \$15.00 (including tax and tip) as a result of emergency or continuing duty beyond the assigned work shift
3. Members of the department, while on duty and driving a City vehicle, shall not travel beyond the boundaries of the City of Concord without the approval of the supervisor.
4. Personnel out of the City on City business may eat wherever their duties take them.

C. DEFINITIONS

1. "Emergency": For purposes of this Order, "emergency" means immediate response or holdover to a department-authorized call to report for or remain on duty whereby the responding officer has no time or opportunity to prepare or provide a meal.
2. "Previously Scheduled Overtime": For purpose of this Order, this term means notice to respond for overtime duty at least four hours prior to the time the officer is scheduled to report for duty.

D. CIRCUMSTANCES WHEREIN DEPARTMENT PROVIDES MEALS

1. Sworn officers assigned to duty at fixed post where relief is not feasible will be provided a meal on site when the nature of the mission allows. Generally, this will consist of a box lunch or equivalent.
 - .1 Meal should be provided within four hours of call out or assignment if relief cannot be provided. If assignment is protracted, additional meals should be provided at reasonable intervals.
 - .2 The Incident Commander or his/her designee is responsible for implementation.
2. When a sworn officer is directed to work on an emergency basis in excess of three hours at the beginning or end of his/her normal work shift:

- .1 Officers are entitled to a 30-minute meal break subject to call back.
 - .2 If the meal break is not taken within the assigned work period, it is considered lost with no remuneration.
3. When the officer is called back on an emergency basis.

E. DISCLAIMER

1. Paid or furnished meals will not be provided for overtime court.
2. Officers on standby are not entitled to department reimbursed meals.
3. Officers assigned to previously scheduled overtime are not entitled to meal reimbursement.